



ASSET & SYSTEMS ACCOUNTANT

POSITION PROFILE

Division	Corporate Support	Status	Permanent, Full Time
Unit	Financial Services	Salary Grade	Grade 10
Reports to	Senior Financial Accountant	Reviewed	July 2021

STRATEGIC INTENT

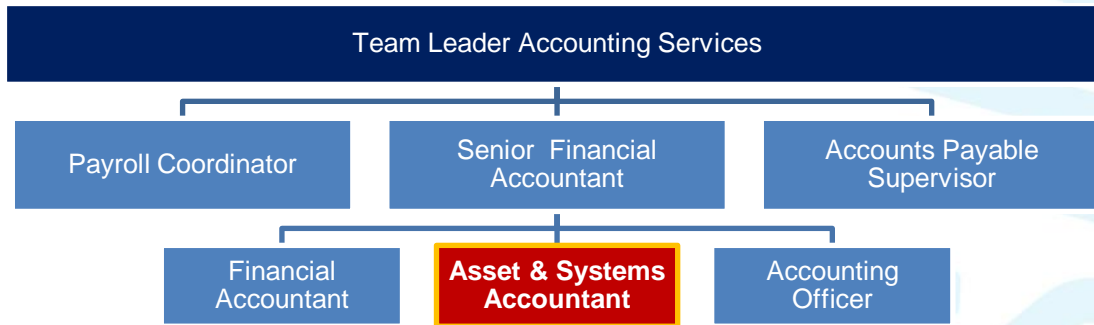
The security and integrity of Council's finances is vital to building trust with our community, staff and stakeholders. The Asset & Systems Accountant position contributes to this by ensuring the seamless operation of Councils' financial systems so that they provide users with clear, concise, accurate and timely information in order to manage their business.

POSITION PURPOSE

The role will:

- Assist with facilitating the financial accounting function of Council including fulfilling its obligations under Australia Accounting Standards issued by the AASB, its obligations under the *Local Government Act 1993* including compliance with the NSW Local Government Code of Accounting Practice and Financial Reporting.
- Undertake all aspects of asset accounting as they relate to compliance with Council policy and with the accounting standards issued by the Australian Accounting Standards Board.
- Assist with the design, implementation and monitoring of internal system controls (preventative and detective) to provide quality assurance over financial data.
- Manage financial system administration including chart of account maintenance, user access, user rights, procedural workflows, system variables, and maintenance of all financial system procedures and policies.
- Provide advice in finance systems, maintaining good knowledge of developments and best practices and proactively explore options to deliver productivity for the Finance Unit.
- Assist with the training of business managers and staff in the use of financial systems and to develop their understanding of finance system functions.
- Ensure readiness and accuracy of financial figures in preparation of Council's Delivery Program, Operational Plan, Quarterly Budget Reviews and Annual Financial Statements preparation.
- Assist the Chief Financial Officer, Team Leader Accounting Services and the other accountants in relation to the management of the overall finance function of Council.
- Other duties as required.

TEAM STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED
<p>Change Management</p> <p>Ensure effective change management in the implementation of a portfolio of projects and activities that together enhance the robustness and quality of Council’s financial services.</p>
<p>Continuous Improvement</p> <p>Identify and implement continuous improvement of business processes and practices associated with the financial systems accounting function.</p>
<p>Risk Management</p> <p>Contribute to management of the risk associated with the delivery of specified Core Functions, Processes and Activities and associated projects.</p>
<p>Operational Planning</p> <p>Proactively contribute to the successful delivery of accounting services team outputs in the Community Strategic Plan, Delivery Program, Operational Plan and Business Unit Plan by providing expert subject matter knowledge and skills to the unit.</p>
<p>Performance Management</p> <p>Proactively monitor and self-manage performance and act on constructive feedback.</p>
<p>Resource Management</p> <p>Ensure effective resource management (financial, workforce and assets).</p>
<p>Customer Management</p> <p>Ensure all interactions with customers (both internal and external) align with our brand, enhances our relationships, improve customer satisfaction and inform service delivery.</p>
<p>Other</p> <p>Any other duties within area of skill as directed.</p>

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none">▪ You will have a Bachelor's degree in Accounting, Commerce, Business or any other relevant discipline▪ You will hold a Class C Drivers Licence
	Essential	<ul style="list-style-type: none">▪ You will have significant experience working within a finance environment for a large and complex organisation in either a financial accounting, management accounting and/or systems accounting capacity.▪ You will have experience in business process improvement through the application of technology.▪ You will have superior levels of IT literacy combined with strong analytical and problem solving skills.▪ You will have strong emotional intelligence and a proven ability to work collaboratively and foster effective strategic relationships with customers at all levels both internally and externally.▪ You will have a proven ability to anticipate changing environments and to develop strategies to position the Council to make constructive decisions.
	Desirable	<ul style="list-style-type: none">▪ You may have experience working with the TechnologyOne ERP.

CORE CAPABILITIES

Attributes

- **Decision making:** Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them.
- **Goals oriented:** Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them
- **Critical thinking:** Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.
- **Communication skills:** able to articulate complex and technical matters in simple terms.
- **People skills:** empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.
- **Team focussed:** Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues

OUR VALUES



Behaviours

- **Collaborate** - *We are a united team. We work together to deliver great outcomes for our community.*
- **Achieve** - *We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community.*
- **Respect** – *We communicate openly, act with integrity and are inclusive.*
- **Evolve** – *We look for opportunities and embrace change, championing new ideas, and celebrating solutions.*

CORPORATE OBLIGATIONS

Employees	There are no employees reporting directly to this position.
Delegations	Authority to operate within the Delegations attached to the position.
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters.
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement